



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Drinking Water Program

**BRP WS 19 Approval of Pumping Test Report for Source of 70
Gallons per Minute or Greater**

Instructions and Supporting Materials

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Introduction

MassDEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the MassDEP Web site at www.mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Permit Fact Sheet

1. What is the purpose of this approval?

The approval of the pumping test report includes the approval of the following items:

- the pumping test analysis;
- the Zone II delineation;
- the Groundwater Monitoring Well Program;
- the wellhead protection nonzoning and zoning controls.

The regulatory requirements for the Source Approval process are presented in 310 CMR 22.21 and described in detail in the Division of Water Supply's *Guidelines and Policies for Public Water Systems (available at the State House Bookstore)*.

Approval of the four items mentioned above are an indication that the area contributing water to the well has been defined and that there are water quality protective mechanisms in place within this delineated area.

2. Who must apply?

Any individual, company, municipality or district intending to develop a public source of water supply serving 15 service connections or 25 individuals at least 60 days per year.

3. What other requirements should be considered when applying for this approval?

General awareness that following approval of the Final Source Report, the project proponent should submit a permit application to the Division of Water Supply, Water Management Act in Boston. Prior to submitting the Source Final Report for approval, the directives provided by 310 CMR 22.21, and the Division of Water Supply's *Guidelines and Policies for Public Water Systems* should all be consulted.

The final approval in the Source Approval process is the approval to construct the source.

Note: Approvals of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs (100 Cambridge Street, Boston, MA 02202; (617-727-5830). ***MassDEP cannot begin technical review of the permit application until the MEPA process has been completed, unless otherwise agreed to in writing.*** Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

Note: These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

4. What is the application fee?

The application fee is \$8,205.

5. Where should this application be submitted?

Submit: a) completed **original copy** of the **MassDEP Transmittal Form for Permit Application (Do not include payment)**; b) the completed **BRP WS Application** form; and, c) one hard copy of the required supporting documentation, **and** one electronic copy of the required supporting documentation in PDF format and submitted on a compact disk or other acceptable media to:

Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>



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to find the mailing address for the regional office for your town. At the bottom of the address label please type:
Attn: Drinking Water Program.

6. Where should I send the fee payment for this application?

Submit the applicable fee payment and a **copy** of the **MassDEP Transmittal Form for Permit Application and Payment** to:

**MassDEP
P.O. Box 4062
Boston, MA 02211**

7. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

8. What is the annual compliance fee?

There is no annual compliance assurance fee for this approval.

9. How long is this approval in effect?

Approval of the Source Final Report is valid for 2 years.

10. How can I avoid the most common mistakes made in applying for this approval?

- a. Be sure all checklist items are complete.
- b. Review Drinking Water Regulations 310 CMR 22.21 and the Division of Water Supply's *Guidelines and Policies for Public Water Systems* regarding what is evaluated as part of the Final Source Report. Both publications are available at the State House Bookstore. Communicate with MassDEP concerning the materials necessary for an approvable submission.
- c. Make sure that the BRP WS Application submittal package, including the Application Completeness Checklist, and the original copy of the MassDEP Transmittal Form is submitted to the appropriate Regional office of MassDEP. Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>
- d. Submit fee and one copy of the **MassDEP Transmittal Form** to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211. **DO NOT** submit your BRP WS Application package with your payment.

11. What are the regulations that apply to this approval? Where can I get copies?

These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

**State House Bookstore
Room 116
Boston, MA 02133
617-727-2834**

**State House West Bookstore
21 Elm Street
Springfield, MA 01103
413-784-1376**



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Application Completeness Checklist

- The MassDEP Transmittal Form is completed: <https://www.mass.gov/service-details/transmittal-form-number-for-massdep-permit-application-payment>
- Questions have been completed on the BRP WS Application form.
- A signature of the appropriate official has been included.
- A Massachusetts Registered Professional Engineer or other individual meeting the qualifications of Section 1.0 of the *Guidelines and Policies for Public Water Systems* has prepared the application, signed and stamped it.
- A letter of authorization has been completed if signature of the design engineer or other agent is being used on the application.
- The Certification Statement has been signed.
- If the source will exceed 100,000 gpd, a copy of the MEPA Environmental Notification Form (ENF) is attached (see MEPA regulations 310 CMR 11.00).

The following items must be included as part of the application package:

- Pumping Test including:
 - a. evaluation of data gathered during the prolonged pumping test and recovery;
 - b. a surveyed site plan showing the location and elevation of all test wells, and the location of the production well, with latitude and longitude coordinates;
 - c. drawdown and recovery readings for all monitored wells, tabulated and presented legibly;
 - d. graphs showing time-drawdown, distance-drawdown, and time-recovery for all monitored wells;
 - e. copies of the water quality analysis for all samples collected during the test;
 - f. copies of the lithologic logs for each test hole.
- Copies of, or reference to, all relevant correspondence has been included.
- Compliance with the reporting requirements regarding the delineation of Zones II and III.
- Complete documentation of the application of a numerical model, if used, to the solution of a hydrogeological problem (Zone II delineation).
- A discussion of all technical requirements for the delineation of Zones I, II and III.
- A discussion of the groundwater monitoring well program to include a large scale map depicting conceptual Zone II and III boundaries, the potential production well, all land uses within the Zone II and Zone III, existing and proposed groundwater monitoring wells within Zone II and Zone III; construction details for existing and proposed monitoring wells; a list of the proposed sampling parameters for each well and the proposed frequency of sampling.
- Final zoning and non-zoning controls to be implemented prior to the source going on-line.
To submit the application package:
- Checklist items have been completed.



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Application Completeness Checklist

- Send the completed application form, one hard copy and one electronic copy of the required supporting documentation, and the **original copy** of the MassDEP Transmittal form to:

Department of Environmental Protection

_____ * Regional Office

Water Supply

*Find your region: <https://www.mass.gov/service-details/massdep-regional-offices-by-community>

- Send fee of \$8,205 in the form of check or money order made payable to *Commonwealth of Massachusetts*, along with one copy of the MassDEP Transmittal Form to:

Department of Environmental Protection

P.O. Box 4062

Boston, MA 02211